

Early Years Funding and Pupil Premium

Information for parents/carers - 2024/2025



What is Early Years Funding (EYF)?

Money paid by the local authority to an early years provider for learning and childcare, based on a child's age.

Age of child	Entitlement type	Hours per year	Criteria
All 3- and 4-year-old children	Universal	Up to 570 hours	Age of child
2-year-olds receiving some additional forms of government support, or currently or previously in local authority care	Funded two's	Up to 570 hours	Application
3- and 4-year-old children from working families	Extended	An additional 570 hours	Eligibility, apply before deadline date below*
9-month-olds to 2-year-olds from working families	Expanded	Up to 570 hours	Eligibility, apply before deadline date below*

To find out if you are eligible:

3- and 4-year-olds	Universal	No code required, contact chosen early years provider/s to access funding.
2-year-olds	Funded two's	Apply online Funded hours for eligible 2 year olds - Cambridgeshire County Council OR Apply by phone to Education Welfare Benefits Team on 01223 703200. You will need the National Insurance Number, date of birth and surname of the person in receipt of the qualifying benefit.
3- and 4-year-olds	Extended	May be able to access 570 hours per year if certain criteria are met. For more information and to check eligibility, go to Childcare Choices 30 Hours Childcare, Tax-Free Childcare and More Help with Costs GOV.UK
9-month-olds to 2-year-olds	Expanded	If you are a foster carer, please apply through your social worker.

If you are eligible for extended/expanded entitlement as a working parent, you will be directed to the HMRC webpage to apply and will be issued with an 11-digit eligibility code which you should give to your early years provider – section one of the *Parent/Carer Declaration*.

*The eligibility code will allow you to access the entitlement and the application deadline dates are as follows:

- Autumn funding period (1 Sep – 31 Dec) – application deadline **31 August**
- Spring funding period (1 Jan – 31 Mar) – application deadline **31 December**
- Summer funding period (1 Apr – 31 Aug) – application deadline **31 March**

Your childcare provider will check the validity of the eligibility code before you take up your place.

You will be reminded every three months by HMRC to confirm your details have not changed. You could lose your extended/expanded entitlement if you do not reconfirm your code as required.

Eligibility for Early Years Funding

The universal, funded two's, and expanded funded hours entitlements are up to 570 hours a year taken as a maximum of 15 hours over 38 weeks, or fewer hours per week for more weeks in the year. This applies separately to the additional extended entitlement for 3- and 4-year-olds. The entitlement is spread evenly over the year and a maximum is set for each claim period. The table below shows the maximum hours that can be claimed for either non-stretched (term time) or stretched. The funded hours entitlement is tracked from the period of eligibility.

Funding period	Non-stretched (term time)	Stretched
Autumn (1 Sep-31 Dec)	210 hours (14 weeks x max 15 hours)	182.4 hours (16 weeks x max 11.4 hours)
Spring (1 Jan-31 Mar)	165 hours (11 weeks x max 15 hours)	148.2 hours (13 weeks x max 11.4 hours)
Summer (1 Apr-31 Aug)	195 hours (13 weeks x max 15 hours)	239.4 hours (21 weeks x max 11.4 hours)
Total	570 hours = 38 weeks @ 15 hours	570 hours = 50 weeks @ 11.4 hours

When is my child eligible?

Children from working families become eligible from the claim period after they turn 9-months-old.

Children that turn 9-months-old between	become eligible from the claim period
1 April 2024 to 31 August 2024	Autumn (1 Sep – 31 Dec)
1 September 2024 to 31 December 2024	Spring (1 Jan – 31 Mar)
1 January 2025 to 31 March 2025	Summer (1 Apr – 31 Aug)

Funded two-year-olds and all three- and four-year-olds become eligible from the claim period after they turn two-years-old or three-years-old until the claim period they turn five-years-old**, inclusive of that period.

Children 2 years + born in the period	become eligible from the claim period
1 April to 31 August	Autumn (1 Sep – 31 Dec)
1 September to 31 December	Spring (1 Jan – 31 Mar)
1 January to 31 March	Summer (1 Apr – 31 Aug)

** If they do not take up a state funded place in reception class.

Providers will work in different ways, and it is important you check with them to see what their offer is. They must provide you with details of your entitlement, what hours they have available, and any charges you may incur for additional hours, meals/snacks, consumables (such as nappies and suncream), and additional services (such as specialist tuition and trips). It may be that not all hours you have agreed to take up with your provider will be funded hours. Additional hours, paid for outside of the funded hours, are a private arrangement between you and the provider providing it does not affect your ability to take up your child's funded hours.

The Early Years Funded hours can be offered, subject to the following standards:

- No session to be longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6am or after 8pm
- A maximum of two sites in a single day
- No more than 15 or 30 (if eligible) funded hours to be delivered in any one week
- A provider open for fewer than 38 weeks of the year, can offer 15 or 30 hours a week during fewer weeks

How do I find a childcare provider?

One provider may be unable to offer all the funded hours needed so you can use more than one provider to take up the funded hours. Places are available at a range of early years settings, including nursery schools and classes, day nurseries, pre-schools, and childminders.

If you need help to find childcare, more information on available childcare funding including [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](#), and/or childcare costs please contact the Families Information Service (FIS):

Email fis@cambridgeshire.gov.uk or telephone 0345 045 1360.

What do I have to do to take up my funded hours?

You must complete the *Parent/Carer Declaration* (below). A guide is available [1.How to complete the Parent Declaration \(cambridgeshire.gov.uk\)](#) or your provider can support you. You must provide original proof of your child's identity and date of birth (e.g. a passport or birth certificate) and agree when you will take up your funded hours. Your provider cannot claim funding for your place without this form.

If you have signed a *Parent/Carer Declaration* and either decide not to take up your place or to change provision partway through the funding period, you will need to discuss this change with your current provider. They will need to agree a change before you can be funded at another provider. It may be that you will need to pay the new provider until the following funding period.

What is Early Years Pupil Premium?

Early Years Pupil Premium (EYPP) is extra government funding for your provider to support the educational and developmental outcomes for eligible children. Your provider will use the money in ways to support your child with the aim of impacting positively on your child's progress and development. The individual needs of your child will be considered when deciding how best to use the extra funding. Your provider may combine the payments for several children, or work with other providers, to fund specific activity or training.

Is my child eligible for Early Years Pupil Premium?

Your child will be eligible if they are accessing funded hours, and you meet qualifying criteria.

To find out if you are eligible, complete the parent/carers details section of the *Parent/Carer Declaration (For Children In Care (CIC) of or adopted (CPIC) from a Local Authority, childcare provider should contact the Funding team directly)*. Your information will be checked on a secure government benefits system and your provider will be notified whether your child is entitled. If your child qualifies, a payment will be made directly to your childcare provider. For more information on EYPP please go to: [Early Years Pupil Premium funding \(EYPP\) - Cambridgeshire County Council](#)

Special Needs and Disability Access Funding

If your child is in receipt of Disability Living Allowance, your early years provider may be able to obtain Disability Access Funding (DAF) to support the access of your child. Please speak to your early years provider. DAF is paid to an early years setting to make reasonable adjustments and to build capacity to support children with disabilities.

My child is starting school on a part-time basis, may I claim funded hours until they are in school full-time?

No. Once your child has started their reception year at school you are no longer entitled to access Early Years Funding. If your child is eligible for Pupil Premium funding, this funding will also go to the school.

Taking up funded hours with a childminder who is related.

My relative is a childminder and childminds my son when I work. Can EYF be claimed for my child?

No. Government guidance published by the DfE clearly states this is not permitted.

How do I complain?

Please call 0345 045 5200 or access our website [Feedback policy for compliments, complaints and suggestions - Cambridgeshire County Council](#) for details on our complaints procedure.

Early Years Funding and Pupil Premium

Parent/Carer Declaration 2024/2025

Please note wording must not be changed and logos must not be added to the declaration form

For provider use only – Setting and attendance details

Name of provider	Ofsted URN
Name of Child	

Funding period	This provider	2 nd additional provider	3 rd additional provider	Parent/Carer signature and date for changes agreed with provider
Autumn (1 Sep – 31 Dec)				
Number of weeks				
Universal or Funded twos - Hours per week				
Extended or Expanded – Hours per week				
Total number of hours for funding period (hours x weeks)				
Spring (1 Jan – 31 Mar)				
Number of weeks				
Universal or Funded two - Hours per week				
Extended or Expanded – Hours per week				
Total number of hours for funding period (hours x weeks)				
Summer (1 Apr – 31 Aug)				
Number of weeks				
Universal or Funded two - Hours per week				
Extended or Expanded – Hours per week				
Total number of hours for funding period (hours x weeks)				

If the child attends another provider, please liaise with the parent/carers and other provider to complete details for 2nd additional provider and 3rd additional provider, where applicable.

2 nd additional provider – name of setting	
3 rd additional provider – name of setting	

Parent/Carer

If any of the above details are incorrect, or if you are claiming funding with another provider who is not listed on this form, please contact your early years setting.

You must agree the funded hours claim and complete a declaration form with each early years setting your child attends. Your provider must claim Early Years Funding for 38 weeks or 50 weeks with the local authority, however, DfE guidance allows providers to stretch funding over up to 52 weeks. You and your provider must note any changes you make to your claim(s) throughout the year and your signature will be required against any changes.

1. Eligibility codes for extended entitlement, expanded entitlement and funded two-year old entitlement

Eligibility code for extended or expanded entitlement for working families	
Parent/Carer National Insurance Number	
Authorisation code for funded two-year-old entitlement	

2. Child's details

Child's legal surname	
Child's legal forename(s)	
Name by which child is known (if different to above)	
Child's date of birth	
Child's gender	☐ Male ☐ Female
Child's address	
Child's post code	

Child's ethnic group (please select appropriate category from the choice below)

White British	WBR	☐	White & Black/Black British Caribbean	MWBC	☐	Indian/British Indian	AIND	☐
White Irish	WIRI	☐	White & Black/Black British African	MWBA	☐	Pakistani/British Pakistani	APKN	☐
Traveller of Irish Heritage	WIRT	☐	White & Asian/Asian British	MWAS	☐	Bangladeshi/British Bangladeshi	ABAN	☐
Gypsy/Roma	WROM	☐	Any other mixed background	MOTH	☐	Any other Asian/Asian British background	AOTH	☐
Any other White background	WOTH	☐	Black/Black British Caribbean	BCRB	☐	Chinese/British Chinese	CHNE	☐
Refused to provide	REFU	☐	Black/Black British African	BAFR	☐	Any other background	OOTH	☐
Info not obtained	NOBT	☐	Any other Black/Black British background	BOTH	☐			

3. Parents/Carers details

Parent/Carer details are needed to make eligibility or validation checks for extended/expanded entitlement, Early Years Pupil Premium, and/or Disability Access Funding. Completing this section and signing this form gives us permission to use your details to make these checks. Your personal information will be kept by your provider in accordance with their Data Protection policies.

Extended/Expanded Entitlement Checks are made against HMRC data throughout the year regarding your continued eligibility. You must reconfirm your details to HMRC every three months to confirm eligibility. If your eligibility lapses, only HMRC can reverse this decision.

Disability Access Funding (DAF) If your child is in receipt of Disability Living Allowance (DLA) please select Yes below. Let your provider have a copy of the letter confirming the child's entitlement to DLA to access DAF. If your child attends more than one provider, please nominate one setting to receive the annual DAF payment. Your provider will give you information about DAF.

Is your child in receipt of Disability Living Allowance?	☐ Yes ☐ No
If your child is eligible, who will be your Nominated Provider?	

Early Years Pupil Premium (EYPP) Eligible children are funded through the provider to support the educational and developmental needs of the child. If you qualify on an economic basis, the information provided must be the eligible parent/carer's details.

It is optional to provide this information as not required to receive Early Years Funding.

Economic check details

Parent/Carer 1		Parent/Carer 2	
Surname		Surname	
Forename(s)		Forename(s)	
Date of birth		Date of birth	
NI or NASS number		NI or NASS number	
Address (if different to child's address)		Address (if different to child's address)	

Other qualifying criteria for EYPP

Please select and complete if your child meets one of these criteria. Your provider may ask to see legal documentation so that they can obtain EYPP for your child.

- ☐ Currently in care, state which Local Authority
- ☐ Previously in care in England or Wales
- ☐ Has been adopted from care in England or Wales
- ☐ Has left care under a special guardianship order or residence order in England or Wales

4. Declaration

In signing this form, I am confirming I have read the information leaflet which gives details of Early Years Funding for parents/carers. I agree with the conditions of Early Years Funding and Early Years Pupil Premium and the use of my data. I understand that:

- ✓ My provider is not obliged to end the claim without reasonable notification and negotiation unless there are special circumstances. Ask to see the Amendments Guidance for further information.
- ✓ My funded place may be withdrawn if my child does not attend regularly unless there are special circumstances, and these are agreed with the provider.
- ✓ **Data Protection:** We collect your details to process your application for Early Years Funding and to contact you about related Early Years Funding issues and tasks in accordance with the Early Years Funding Agreement.

In addition, we can be required to share information with our partners, for example health organisations and Children and Families Centres, to improve the wellbeing of children in the Cambridgeshire area as required by the Childcare Act 2006. Information shared between partner organisations is proportionate and only given when it is necessary to help those partner organisations with their legal obligations.

We are required to provide statistical data to the Department of Education. We also use statistical data for our own internal research, statistical analysis, or statistical surveys to help manage our service provision, and share data with academic institutions or independent researcher with a legitimate need for information for their research. All Early Years Funding application data is stored securely and maintained in accordance with the Data Protection Act. Cambridgeshire only systems that are publicly available for entry of person application data are regularly independently tested to assess risk of penetration and to guard against unauthorised entry for access to personal or other data. This includes ensuring that usernames and passwords meet industry standards.

Further information about how we collect and use data, and your rights around this, can be found on the Privacy page on our website [Privacy notice - Cambridgeshire County Council](#). Our Data Protection Officer can be contacted via data.protection@cambridgeshire.gov.uk

I confirm the information is true to the best of my knowledge. I understand any false or incorrect information could lead to funding being withdrawn or reimbursed. Please be aware that to certify false information could be viewed as making a false claim.

Signature of parent/carer with legal responsibility	
Date	
Printed name	
Relationship to child	

5. For provider use only – document check

This declaration is evidence of the claim and must be retained for 6 years to complete submissions and for future reference, including auditing. You may be asked by the local authority to produce evidence of a claim at any time. When a child is eligible for EYF, you must see an original document to confirm proof of eligibility.

Type of identification document seen for child	
Document seen by (full name of staff member)	
Date document seen	
Full legal name of child as shown on the document	
Child's date of birth as shown on the document	
Notes	